

Statement of Work

Rental vehicles with chauffeurs to support the VVIP visit for U.S. Embassy Bangkok

Objective

Bangkok, Thailand will host 34th ASEAN Summit 2019 and U.S. Embassy Bangkok will support VIP, VVIP visit this meeting in Bangkok from Aug – Dec 2019

Specification

We are looking for a trust worthy vendor with a history of strong performance to provide vehicle rental with chauffeur as follows:-

Vehicle Rental with Drivers

Vehicle Specifications: Sport Utility Vehicle (SUV) at least 2.4V 4WD AT Engine Capacity, Unleaded Gasoline, Automatic Transmission, at minimum 7 Seats. Car will be used approximately not more than 350 km per day.

Vehicle Quantity: Minimum 20 unit and Maximum 30 units

Vehicle Specifications: Sedan at least 1.8 CC Engine Capacity, Unleaded Gasoline, Automatic Transmission, at minimum 4 Seats. Car will be used approximately not more than 350 km per day.

Vehicle Quantity: Minimum 30 unit and Maximum 40 units

Vehicle Specifications: Van at least 2.7 CC Engine Capacity, Unleaded Gasoline, Automatic or Manual Transmission, at minimum 14 Seats. Car will be used approximately not more than 350 km per day.

Vehicle Quantity: Minimum 70 unit and Maximum 80 units

Vehicle Specifications: Cargo Van at least 2.7 CC Engine Capacity, Unleaded Gasoline, Automatic or Manual. Car will be used approximately not more than 350 km per day.

Vehicle Quantity: Minimum 10 unit and Maximum 15 units

Vehicle Specifications: Bus at minimum 25 Car will be used approximately not more than 350 km per day.

Vehicle Quantity: Minimum 16 unit and Maximum 20 units

Vehicle Specifications: Box truck at minimum 24" feet long. Car will be used to transport luggage from/to airport.

Vehicle Quantity: Minimum 15 unit and Maximum 20 units

Vehicle Specification:

- The contractor shall provide excellent condition both interior and exterior of the vehicle.
- The contract vehicle has to be clean from interior to exterior every day.

- Do vehicle inspection every day before the trip begins. If the vehicle has a problem, the contractor shall provide the replacement within 2 hours.
- The fuel has to be full of tank every morning and the fuel level should not be allowed to fall to less than ½ a tank.
- The contract vehicle should be free of odor, smoke-free and free of rubbish.
- The contract vehicle must to use for official purpose only.
- Safety belt required for every seat for every vehicle.
- First class insurance has to be include with the rental contract.

Drivers Specifications:

- Professional drivers with motorcade experience and familiar with all directions/route in Bangkok including short cuts
- Do vehicle inspection every day before the trip begins. If the vehicle has a problem, the contractor shall provide the replacement within 2 hours.
- The contractor shall provide at least 2 back-up chauffeurs, capable of driving all vehicle types, in case of a primary driver's illness, emergency, or other absence. The back-up shall present to work within 2 hours if needed.
- Be tidy and presentable in appearance.
- Check the vehicle after dropping the passengers. The driver must return forgotten items to the passengers directly or to the dispatcher immediately.
- Observe confidentiality in terms of things you may hear or see whilst driving.
- The contract chauffeur should not take photos and post on social media.
- Follow strictly with Thai traffic laws.
- Be able to communicate in English language
- Criminal record check with negative result from Royal Thai Police
- Drivers must dress in black pants, long sleeved collared with fully covered leather shoes and have their own cell-phone.

Drivers Quantity: Minimum 160 Chauffeurs – Maximum 170 Chauffeurs

Period of Performance: Each driver will be on duty up to 10 hours per day. Working hours may vary and will be determined a day in advance.

Contact Person

Drop off/meeting point and Contact Person

Drop off/meeting point will be advised later but within Bangkok area.

Point of contact: Khun Anchisa (Yui)

Payment terms and conditions

- The vendor should comply with term of payment, 30 days credit.
- Financial Section will transfer the payment to the vendor within 30 days after goods and invoice are received.

Cancellation and Addition Requests:

Our vehicular needs may change on short notice from the anticipated daily schedule. The vendor will allow no-fee changes or cancellations for individual vehicles if notified prior to 12:00am on the day of expected service.

If we require additional vehicles/drivers for a particular day, the vendor will supply the requested vehicle/driver (at an additional charge) as long as the request is made by 9:00pm the day before the vehicle/driver is needed.